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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3713.1A

Effective Date: March
28, 2008

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March 28, 2013

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[Request Notification of Change](#) (NASA Only)

Subject: Reasonable Accommodations Procedures

Responsible Office: Office of Diversity and Equal Opportunity

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Chapter 6. Information Tracking and Reporting

6.1 The NASA Center's EO Officer, as appropriate, shall maintain the reasonable accommodation request records for either the length of the employee's tenure with NASA or five years, whichever is longer. The files shall be safeguarded to protect the individual's privacy in accordance with the Privacy Act of 1974. The Center EO Officer shall prepare an annual report containing the following information, presented in the aggregate:

6.1.1 The number of reasonable accommodations, by job type, that have been requested in the application process and whether those requests have been granted or denied.

6.1.2 The number of reasonable accommodations, by job type, requested by employees.

6.1.3 The number of reasonable accommodations approved, by job type, and the number of reasonable accommodations, by job type, that have been denied.

6.1.4 The number of requests that required further medical information.

6.1.5 Reasons for denial.

6.1.6 Number and type of reasonable accommodations requested related to privileges of employment.

6.1.7 Amount of time (in days) taken to process requests.

6.1.8 Sources of technical assistance consulted.

6.2 In addition, the report shall provide a qualitative assessment of the reasonable accommodation program, including any recommendations for improvement of NASA's reasonable accommodation policies and procedures.

6.3 ODEO personnel and Center EO Offices shall maintain and safeguard all records and documents following the guidance provided in NPR 1441.1D, NASA Records Retention Schedules. This includes proposing changes to current retention schedules and developing new retention schedules when necessary.

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